

HOLLY AREA SCHOOLS

August 31, 2022

Lunchroom/Recess Supervisor and Sub Supervisor Positions

Holly Middle School

Hired through Edustaff

Hours: 3 - 4 hours per day

Monday – Friday

Rate of Pay: \$12.00 per hour

Proposed State Date: ASAP

Qualifications:

- Possess a High School Diploma or equivalent.
- High degree of initiative and ability to adapt to new tasks.
- Possess strong interpersonal skills.
- Demonstrate judgement, communication, and cooperation with staff, students, and the public.
- Enjoy working with children.
- Reliability and good attendance is required.
- Demonstrate ability to handle high stress situations in an calm and appropriate manner, while making good decisions.
- Demonstrate ability to speak clearly and concisely, both in oral and written communication.
- Ability to walk/stand for expended periods of time.
- Continuous ability to see and hear.

Responsibilities:

- Monitor student activity in the lunchroom and recess areas.
- Respond to incidents appropriately and notify administrators when necessary.
- Ensure students follow rules set forth by administrators.
- Represent the diestroct and Edustaff in a professional manner by performing all job functions in a satisfactory or above level.
- Interact with co-workers, administration, students, aprents, and the community in a positive, supportive, and cooperative way.
- Perform other duties as assigned by the Principal/Supervisor.

Reports To: Building Principal

Appication Deadline: Until Filled

Application Process: Interested candidates can email a letter of interest to the building administrative assistant at patricia.burgess@hask12.org call (248) 328-3400.

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